



#### DEPARTMENT OF THE AIR FORCE

# OFFICE OF THE CHIEF OF STAFF WASHINGTON, DC

#### MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ USAF/CVA

1670 Air Force Pentagon Washington, DC 20330-1670

SUBJECT: Air Force Readiness EDGE

The United States Air Force is committed to taking care of its own. Our Air Force members and their families deserve the best support possible. The first line of support is the cadre of unit commanders, first sergeants, and supervisors. To assist this crucial linkage, please accept the support of the Air Force Community Action Information Board and the Air Force Readiness EDGE (atch).

The Air Force Readiness EDGE targets combat stress reactions, the deployment environment, and deployment-related stressors. Tailored support of the base helping agencies targets deployment challenges and engages the services of base helping agencies. Websites provide further assistance.

My first priority is to ensure distribution of this web-based guide to the deployed and home front commanders and supervisors. Also, MAJCOM CAIB and IDS members, base wing commanders, and base CAIB and IDS members can access and download the guide through their AF websites.

If you have any questions, my point of contact is Lt Col Patricia Moseley, Air Force Special Needs Program Manager, AFMOA/SGZF, 5203 Leesburg Pike, Suite 702, Falls Church, VA 22041, telephone 703-575-5151, or e-mail: <a href="mailto:patricia.moseley@pentagon.af.mil">patricia.moseley@pentagon.af.mil</a>.

As always, we remain One Force, One Family.

JOSEPH H. WEHRLE, JR. Lieutenant General, USAF Assistant Vice Chief of Staff Distribution List:

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Our commitment to the war on terrorism may result in many Airmen being absent from home or working extended hours. Separation from our families is a heartfelt, somber consequence of duty. These personal sacrifices are deeply appreciated. Our Air Force members and their families deserve the best support possible with the challenges of deployment.

The United States Air Force is committed to taking care of its own. The first line of support is the cadre of unit commanders, first sergeants, and supervisors. To assist this crucial linkage, please accept the support of the Air Force Community Action Information Board and the Air Force Readiness EDGE.

It is critical to me that resources and services are readily available to you. Connection to the network of base, community, and national support services can begin with this guide. Information on the following pages provides an overview of Air Force services and staff who are ready to assist in all phases of deployment and reintegration. We stand ready to provide assistance and support to our Air Force family.

As always, we remain One Force, One Family.

JOSEPH H. WEHRLE, JR. Lieutenant General, USAF

Assistant Vice Chief of Staff

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Associations	Phone
Air Force Survivor Assistance Program	1-877-USAF-HELP (1-877-872-3435)
Air Force Military Pay	1-800-321-1080 <sup>^</sup>
American Legion	1-800-504-4098
American Red Cross	
Emergency Messages for service members	1-877-272-7238
Armed Forces Emergency Service for families	1-888-737-4306 ext. 910
Casualty Affairs	1-877-353-6807
Defense Finance and Accounting Office	1-800-321-1080
Department of Veterans Affairs	1-800-827-1000
Memorial Programs Service	1-800-697-6947
Headstone and Marker Program	
Presidential Memorial Certificate Program	
Military Family Resource Center	1-703-602-4964
National Guard Bureau Family Program Office	1-888-777-7731
Air National Guard Family Program	1-888-777-7731
National Military Family Association	1-703-931-6632
National Association for Uniformed Services	1-800-842-3451
National Cemetery System	1-800-827-1000
Veterans Administration Regional Office	1-800-504-4099
Society of Military Widows	1-800-842-3451
Social Security	1-800-772-1213
Tragedy Assistance Program for Survivors	1-800-959-8277
USAF Mortuary Affairs	1-800-531-5803
Veterans Affairs	1-800-827-1000
Wings of Light	1-623-516-1115

# **Installation Contacts**

Agency	POC	Phone
Base Operator		
Casualty Assistance Representative		
Chaplain Services		
Child Development Center		
Family Child Care		
School Age Program		
Youth Programs		
Civilian Survivor Benefits Assistance		
Command Post		
Emergency Room		
Family Advocacy		
Family Liaison Officer		
Family Support Center		
Life Skills Support Center		
Critical Incident Stress Debriefings		
Local Police		
Military Equal Opportunity		
Mortuary Officer		
Public Affairs		
Regional Veterans Administration		
Security Forces		
Staff Judge Advocate		

# **Integrated Delivery System**

The Air Force Integrated Delivery System (AF IDS) is the action arm of the AF Community Action Information Board (AF CAIB). The AF IDS includes representatives of the AF CAIB that have primary responsibility for providing family services and prevention and education activities related to individual, family, and community concerns. The structure and responsibilities of the CAIB and IDS are present and vital at each MAJCOM and base to resolve community issues.

CAIB and IDS membership is inclusive. The AF community is represented by Department of Personnel (Family Matters and Quality of Life representatives), Chaplain Service (Plans and Programs Division representative), Installation and Logistics (Family Member Program representatives), Surgeon General (Family Advocacy, Life Skills, Special Needs, and Health Promotions), Air Force Reserves, Judge Advocates, National Guard Bureau, Security Forces, Air and Space Operations, Office Chief Master Sergeant of the Air Force, Secretary of the Air Force /Financial Management, Deputy Assistant Secretary, Force Management, and Secretary of the Air Force/Public Affairs. Other community members such as the commanders of major tenant units, school personnel, spouses, and teens may be invited to participate.

The AF identifies, prioritizes, and addresses AF community concerns for the CAIB. Policy solutions or actions are proposed for CAIB review and approval, as well as, development and implementation of collaborative community initiatives.

The AF Community Needs Assessment, sponsored by the AF IDS, assesses the effectiveness of community services and identifies gaps in services that the CAIB members should address, in particular, the efficacy of programs offered by child care and youth, family support centers, family advocacy, life skills, chapels, and health and wellness centers. Please be aware that the 2003 AF Community Needs Assessment will be fielded soon. Your participation in this process is appreciated.

# **About Air Force Readiness Edge**

The Air Force Community Action Information Board approved the drafting and distribution of *Air Force Readiness EDGE: A Guide to Support Commanders and Supervisors with the Services of the Air Force Integrated Delivery System.* This total force community resource directory is designed to support family members whose sponsors are involved in deployment and mobilization.

Commanders and supervisors are given checklists that identify deployment and operational stressors. The challenge is recognizing the stressful situations of sponsors and family members. Specific behaviors and concerns related to deployment stress are explained. Tailored support is addressed for pre-deployment, deployment, post-deployment, task force recommendations for reintegration, and combat stress reactions. Tailored support connects family members with the base IDS helping agencies.

The *Air Force Readiness EDGE* lists and describes Air Force and other resources, their websites, and telephone numbers for family assistance. The websites are sponsored by the military services, DoD, U.S. government agencies, non-profit, and private organizations, as well as, university and military affiliated associations. Please read, ABOUT THE WEBSITES, regarding the supervision of children's use of the Internet and websites.

# **Commanders and Supervisors Checklists**

The Air Force Integrated Delivery System (AF IDS) stands ready to assist Commanders and Supervisors with their responsibilities for managing deployment of personnel and the deployment-related stressors of family members. The most up-to-date, reliable information is readily available for you and your deploying members. Ensuring access to services is a crucial concern. A family's connection to the network of base, community, and national support services can begin with this guide. The following paragraphs explain how the checklists can be used.

Multiple checklists to support commanders and supervisors are provided for all phases of deployment - pre-deployment, deployment, combat stress reactions, post-deployment, and reintegration. Each checklist is based on existing professional literature (drawn from research, task force recommendations, and subject matter experts). References and acknowledgements are listed in separate sections.

COMMANDERS AND SUPERVISORS CHECKLISTS are contained in numbered Tables. Tables are labeled by the phases of deployment and descriptions of the topics. Each Table is divided into three columns: Challenge, Behavior/Concern, and Tailored support. Challenges are specific situations that might require a commander or leader's action. Behavior/Concern identifies specific signs, behaviors, or circumstances. Tailored support identifies the actions that may be used to address the challenges, behaviors, or concerns.

In-depth resources of the AF IDS are located in the section, AIR FORCE RESOURCES FOR TAILORED SUPPORT. Further assistance is located in the section WEBSITES, which lists and describes AF websites and the DoD, military services, universities, government and non-profit agencies, and military-affiliated websites.

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Table 1
Pre-deployment challenges: Managing health, fitness, safety, and mishaps

Challenge	Behavior/Concern	Tailored support
Manage the health of deploying personnel	□Health concerns for leaders	□Ensure service members complete pre-deployment health preparation activities □Schedule briefings for service members to inform them of health resources availability and limitations both pre and during deployments □Ensure DD Form 2795, Pre-deployment Health Assessment is completed by every service member scheduled to deploy □People with a recent history of behavioral health problems should be cleared by behavioral health □Inform service members of exercise facilities and food choices (MREs, flight kitchen, or dining hall) availability and limitations both pre and during deployment
	BHealth concerns for personnel	DEnsure medical and health issues are identified and effectively managed DEnsure a current (within the last year) PHA DEnsure all immunizations are up to date so that they are not all required at the same time DEnsure sufficient medication (prescription and non-prescription) supply for duration of the deployment DEnsure DD Form 2795, Pre-deployment Health Assessment, is completed and submitted to Public Health DEnsure maintenance of approved prosthetic devices and have a battery supply
Support members' fitness	©Fitness concerns	General Haward Description of adequate items to maintain/establish a healthy eating and exercise program at deployed locations (see Haward Grand Grand Beneral Grand
Managemembers' safety	DEducate members on Buddy Care exposure to Critical Incidents (death, combat, bombings, etc.), Decrease stress and isolation	Emphasis the importance of buddycare/support     Pre-exposure training (PEP)/coordinate through base Integrated Delivery     System     Reep engaged and active to prevent stress, isolation, and boredom via     MWR, Chapel, and Family Support Center
Manage deaths of members due to illnesses, accidents, or combat	DEducate the member and families regarding the support systems in place	DEnsure that each unit deploying has a member trained in the survivor assistance program     Densult with the Services commander prior to pre-deployment briefings with units and family members regarding the survivor assistance program

Table 2
Pre-deployment challenges: Managing members' work-related and family concerns

Challenge	Behavior/Concern	Tailored support
Manage common pre deployment work-related concerns	□Frustration and powerlessness □Time pressures □Uncertainty -who is going where □Pre-deployment training may be seen as redundant unnecessary □Draw down uncertainty; base closures and unit deactivations are possible while deployed	Help develop certainty regarding who will be deploying with whom     Allow enough time for members and their families to prepare
	©Continuity of work left behind	Discuss work plan with supervisor before deploying     Ensure access to important projects, papers, keys, and     computers, as appropriate
Be aware of and assist with members' family - related pre-deployment concerns	©Tension with family members at home	OSupportive discussion about family separation and general responses of all deploying members OProvide links to helping agencies by introducing members of the Chapel, Family Advocacy and Family Support at unit functions and deployment activities
	©Guilt over leaving family members	OSupportive discussion about family separation and general responses of all deploying members OProvide links to helping agencies by introducing members of the Chapel, Family Advocacy and Family Support at unit functions and deployment activities

Table 3
Pre-deployment challenges: Managing challenges of daily living and the separation of deploying members and loved ones

Challenge	Behavior/Concern	Tailored support
Manage concerns of daily	@Finances	@Work with the Family Support Center regarding financial
living and separation		concerns
experienced by the		Be sure the remaining spouse is aware of all financial
deploying members, their		obligations
families, and loved ones		©Contact accounting and finance for financial arrangements,
		such as allotments
	Blasslissons is sluding a successful	BE
	DLegal issues, including powers of attorney	DEnsure the remaining spouse has access to important papers and documents
	attorney	DWork with base legal office to plan a will and prepare necessary
		power of attorney
		BBe attentive to expiration dates or recurring obligations
	0Pets	©Ensure access to veterinarian
		DEnsure pet handler and kennel are aware of insurance,
		immunizations, family contacts, and managing the death of a pet
	Bumors and misinformation	Be responsive to spouses and other family members who
	Braniois and misinonnation	express concerns over rumors or communication problems
		BHelp to control rumors through linking family members with
		family support groups
	©Communication with deploying members	©Provide emergency contact numbers to the American Red
		Cross
		Discuss with loved ones how celebrations will be handled, such as, birthdays and anniversaries
		BKeep channels of communication open and connect frequently
		with family
		DLink personnel with Family Support Center programs, such as,
		Hearts Apart and Air Force Aid Society phone cards, morale
		calls, e-mail, video phones, etc.
		Encourage members to develop a communication plan, that
		includes:
		© Pre-establish phone procedures for calling from the TDY
		location to home base  OPre-establish an open e-mail account for communicating with
		family members
		Tanny management
	OHome repairs and vehicle maintenance	DEnsure the remaining spouse is aware of points of contact for
		home repairs
		DDiscuss availability of car repair and maintenance services at
		Auto Skills and Exchange
	BTh a second second in the single second	District for the mark or contract to Dublic Office when the
	OThe press requesting interviews with deploying members	Support family members contact to Public Affairs when the media requests interviews
	deploying members	media requesis interviews

Table 4
Pre-deployment challenges: Support for deploying members and loved ones

Challenge	Behavior/Concern	Tailored support
Manage upcoming separation of the	©Manage rumors and misinformation	DEducate the member and families about the IDS support systems in place
deploying members, their families, and	©Loved one's worrying about member's safety	gWhen possible, include families in Chaplain briefings regarding TDY climate, religion, country characteristics
loved ones	©Deploying members worrying about loved ones' safety	©Support spouses with annual safety briefings to decrease accidents related to the seasons or from taking on the deployed spouses' home chores and activities
	©Concern over well-being of family and loved ones	Be familiar with community resources  □Keep family, relatives, friends, and supervisors informed of details, as appropriate  □Let loved ones know that their personal concerns are important  □Foster development of social-support networks  □Establish a point of contact to help family members, via First Sergeants, Family Support Center, Family Readiness NCQS,  □Help provide links to helping agencies by introducing members of the Chapel, Family Advocacy, and Family Support at unit functions and deployment activities  □Encourage families to take advantage of helping agency programs  □Link remaining spouses to educational programs  □Link remaining spouses to the Chaplains, as a source of spiritual support  □Link remaining spouses to medical treatment facilities' resources  □Contact base IDS for volunteer support to families from the Veterans of Foreign Wars
	©Concern over loneliness	GFoster development of social-support networks     GSupport volunteerism, decrease loneliness by providing avenues to help others     GBe aware of the Key Spouse Program     GKeep family engaged and active to prevent stress, isolation, and boredom via MWR, Chapel, and Family Support Center

Table 5
Pre-deployment challenges: Support of special conditions

Challenge	Behavior/Concern	Tailored support
Be aware of special conditions	Concern for family members with special medical and educational needs	DEncourage members to contact Special Needs Coordinators     and Family Support Center Work-Life Consultants  On the Contact Family Support Contact Work Life Consultants  On the Contact Family Support Contact Work Life Consultants for state
affecting families and available resources	©Concern for elderly family members	Contact Family Support Center Work-Life Consultants for state and community elder care programs     Contact base IDS for volunteer support to families from the Veterans of Foreign Wars
Be aware of the signs of children's difficulties with separation and the base helping agencies that can assist	Children may  Understand Worry about the loss of the deploying parent  Show fear, resentment, and hurt  Appear unconnected to relationships and  withdraw from people and activities	□Link spouses to pre-deployment support groups that help the remaining spouse to discuss their difficulties with their children □Seek support for parents from the base helping agencies ◆ Chaplains ◆ Family Advocacy ◆ Family Support Center ◆ Life Skills Support Center ◆ Medical Treatment Facility resources (Primary Care physicians) ◆ Groups for hobbies and leisure activities
	□Activities for childcare and youth	Olnform parents about Give Parents a Break, Extended Duty Family Child Care, Returning Home Care, Respite Care, and other base child care services ODiscuss how increased child care costs will be met ODiscuss options for obtaining financial assistance with child care costs ODiscuss how children will receive additional help with homework ODiscuss who will replace parent in youth volunteer activities (Boy Scouts, sports, etc.) OEnsure additional activities are offered for youth, in order to provide them support from other base adults

Table 6
Deployment challenges: Managing environmental stressors

Challenge	Behavior/Concern	Tailored Support
Stressors faced by	LEADERS AT THE DEPLOYED	BHold frequent command briefings
deployed members:	LOCATIONS COULD OBSERVE THE	DPIan cohesion-building activities
	FOLLOWING SIGNS AND BEHAMORS	Dimprove methods of communication with families
OWorking in harsh	IN THEIR PERSONNEL THAT MAY	DAccess to telephones, internet, and e-mail
climates	WARRANT TAILORED SUPPORT	Deployed Chaplain support
Living conditions		©Community Prevention via deployed Life Skills Support
BAdjusting to living	Olmitability	personnel
quarters	DFatigue DFatigue	OLife Skills Staff attending First Sergeants meetings at
OLong duty days	@Withdrawal/isolation	deployment locations
	©Tiredness, lethargy	Deployed Family Support Center personnel support activities
DLimited access to	Decreased reasoning	DEncourage constructive activities (learning a new language,
phones, e-mail, and fax	□Decrease problem soMing	study local culture)
Lack of mobility	□Decreased teamwork	DSports, intramural and individual
Lack of information	DDecreased tolerance	Daily physical exercise
<ul> <li>Limited supplies</li> </ul>	©Experiencing boredom	©Private space
	Olncreased conflicts	@Private time
• Lack of unit cohesion	©Reckless behavior	©Stress management
DAmbiguous roles	DAccidental injuries	@Meditation
OLack of time to	Decreased humor	BAlcoholics Anonymous meetings
assimilate	OUse of sarcasm	OHoliday celebrations
OProblems with	Dincreased negativity	Unit bulletin boards./message centers
supervisors	🛮 Inappropriate humor	Movie night (contact IDS for equipment)
	@Tearfulness	Game night (contact IDS for equipment)
OThreat from NBC	Depression	Music check out location
OThreat of terrorism	0Anxiety	©Stress debriefings
🛮 Risk of injury or death	□Alcohol abuse	@Unit "hovv-goes-it"
□Unpredictability of	Nonprescription drug abuse	DRest and recreation at safe travel resorts
threats	□Increased interpersonal tension	IMediation to resolve interpersonal disputes
	□Racial and/or ethnic slurs	©Encourage First Sergeants, Senior NCOs, and Unit
DLimited leisure time	©Sexual jokes, deprecating humor, and	Commanders to ask female troops about threats or feelings of
□Boredom	overt behaviors	danger.
Unclear rules of behavior		©Provide safety for female troops walking to and from sleeping
OLack of privacy		quarters, showers, and recreational facilities
DExtramarital affairs and		©Encourage young women to err on the side of conservative
sexual acting out		clothing
OSexual harassment		©Remind troops to consider how romantic TDY relationships can
		impact their lives when they return home
DLate deployment-		
uncertainty, ambiguity,		
and boredom		
• Multinational		
environment		
©Ambiguity of the mission		
□Perceived lack of		
support from		
leaders/headquarters		

Table 7
Deployment challenges: Managing health and fitness in restricted environments, public health issues, and members home front work re-entry, and mishaps

Challenge	Behavior/Concern	Tailored support
Manage heath and fitness of personnel related to restricted environments	©Concerns over personal health and fitness	DEnsure members exercise at least 4-5 times per week DEnsure nutritional and hydration needs of members are met DEnsure on-going communication with members about safety, current situation, and issues affecting basic needs to alleviate member's concerns
Manage reproductive and public health issues	OSexually transmitted diseases ORisk taking behavior that impacts interpersonal relationships with family members and loved ones at home	Referrals for medical treatment     Behavioral health referrals     Chapel support
Manage members' concerns about work re- entry after deploying	OMembers may feel some discomfort or anxiety about changes in the work structure and fitting back into the organizational picture	OMembers need to realize that the work environment may be somewhat different when they return OMembers should be advised to "go slow", when adjusting back to their work OAdvise members to talk with supervisors and colleagues and learn of changes and the rationale for those changes
Manage the deaths of military members due to illnesses, accidents, or combat	©Educate members and families regarding the support systems in place	DFor deaths of military members, the installation commander will assign a Family Liaison Officer, on orders, (AFI 34-1101) more information on Survivor Assistance programs can be found at 1877-usafhelp and http://survivor

Table 8
Deployment challenges: Home front - Challenges faced by deployed members

Challenge	Behavior/Concern	Tailored Support
Personal situations faced by deployed members	©Spouse or caretaker of member's children seeking support with children's behavior related to separation	□Deployed member could encourage spouse or caretaker to link to support groups to discuss difficulties with children □Deployed member could write each child a separate letter or send an audio or video tape, if feasible
	□Disappointing news from home □Death of a loved one, friend, or colleague □Apprehension and concern over family or loved ones illnesses □Dear john letters □Change in financial status □Death of a pet □Concerns over illness of a family member or loved one □Concern over death of loved one or colleague □Concerns over status of a relationship □Concerns over financial crisis □Concerns over medical and or educational needs of family members □Deployed members may experience: □ a feeling of anticipation as the end of the deployment approaches □ eagerness for reunion □ dread of a return to a problematic situation □ mixtures of the above. All these feelings may result in tension for the returning member and their loved ones	DEstablish a point of contact at home base Dunk with appropriate supportive service at the deployed location Description of contact at home base Dink with appropriate supportive service at the deployed location Description of communication, hydration, exercise, and grooming Difference methods of communication with family Description of communication with family Deployed Chaplain support Description of communication with family Deployed Chaplain support Description of community Prevention via deployed Life Skills Support personnel Difference Skills Staff attending First Sergeants meetings at deployment locations Description of consultants Description of constructive activities (learning a new language, study local culture)  Discuss with the deploying member, the services of Demerican Red Cross Deployed Chaplain Support Dinformation provided by Family Support work-life consultants Deployed Life Skills Support Center personnel Discuss with personnel who have had problems Description of redeployment on expected period of adjustment when returning Description of the personnel who have had problems

Table 9
Deployment challenges: Home front - Managing family concerns and mishaps

Challenge	Behavior/Concern	Tailored support
Support remaining family	©Concern over impact of deployment on	DDiscuss with the family member involvement of the
members and loved ones	relationships	© Family Readiness NCO
with stressors	©Concerns with being overwhelmed by	©Farmily Support Center and Air Force Aid Society
	multiple roles	Base Chaplain
Examples of significant	©Concern over re-entry into the work	@Family Advocacy
stressors that could result	environment	Medical treatment facility resources, such as, primary care
in the need for the	©Concern over managing the household	physicians and health benefits advisors
deployed member to	alone	□Contact base IDS for volunteer support to families from the
return home:	©Concern over managing children alone	Veterans of Foreign Wars
@Financial	©Concern with financial pressure	
OLegal OLegal	©Concern about members' re-entry into	DDiscuss with the deploying member, the services of:
□Medical	the family environment	©American Red Cross
OMental health issues	DLoved ones may experience:	Deployed FSC work-life consultants
□Child Care plans fall	🛮 a feeling of anticipation as the end of the	Deployed Life Skills Support personnel
through	deployment approaches	Brief prior to redeployment on expected period of adjustment
DExtended family	🛘 eagerness for reunion	when returning
situations	🛘 dread of a return to a problematic	©Follow-up with personnel who have had problems
	situation	©Ask the person how he or she is doing
	Mixtures of the above. All these feelings	Brief returning members on available support services 1-2 weeks
	may result in tension for the returning	after return
	member and their loved ones	
Managethe deaths of	Grief responses of family members,	©Seek Chaplain support for family members and colleagues
deployed military	loves ones, and non-deployed colleagues	
members due to illnesses,	at the home front	
accidents, or combat	L	
	©Educate members and families	Following a death, the installation commander appoints a Family
	regarding the support systems in place	Liaison Officer (FLO), on orders, whose only duty from appointment
		through the funeral is assisting the family. The FLO works closely
		with the family for at least six months. The FLO should maintain
		periodic contact with the family through the anniversary of the
	l .	death or until the family requests they discontinue contact.

Table 10
Deployment challenges: Home front - Children's behaviors and resources for the remaining parents, guardians, and caregivers

Challenge	Behavior/Concern	Tailored support	
Support the remaining	Common behaviors:	OLink spouses to support groups that help the	
parents with their	OSadness	remaining spouse to discuss their difficulties with their	
concerns regarding	OHome disciplinary problems	children	
children's behaviors	□Poor school performance	DEncourage the remaining spouse to keep the child	
	Depression symptoms	engaged in routine activities and connected to social support networks	
	During the first month of the separation from the deployed parent, children may: OShow signs of loss for the deployed parent OBe disorganized in usual activities and	□Take seriously those behaviors that continue and get in the way of the child's usual routine and activities □Take all mention of suicidal thought or intentions seriously and seek attention immediately □Do not neglect the support needs of adolescents	
	be worried	©Facilitate communications with deployed loved ones	
	OYounger children may worry about basic needs Older children may worry about the safety and well-being of the deployed parent	□Seek support for parents from the base helping agencies ◆ Chaplains ◆ Family Advocacy ◆ Family Support Center ◆ Life Skills Support Center	
	During deployments these behaviors may occur:	◆Medical Treatment Facility resources (Primary Care	
	DToddlers may have temper tantrums, sullenness, and difficulty sleeping DPreschoolers may fall back on newly gained skills, become clingy, afraid to sleep alone, or be afraid to be left alone DSchool-aged children may complain often and loudly, become aggressive, or place significance on missed family events, for example, birthdays, church, sports, or play DAdolescents may act out, showlow self esteem, misdirected anger, school problems or loss of interest in hobbies and activities DOlder children may worry about the safety and well-being of the deployed parent	physicians)  ◆ Groups for hobbies and leisure activities  □ Anticipate that children with special needs and mental	
	Children who experienced emotional problems prior to the member's deployment may have worsened behaviors during the time of separation	DAnticipate that children with special needs and mental health or chronic illnesses to be more susceptible to difficulties with separations     To prevent problems support parents to connect with specialized care for their children     If signs of difficulty begin, support parents to connect with specialized care for their children	

Table 11
Combat stress reactions: Identifying and managing combat stress reactions during deployments

Challenge	Behavior/Concern	Tailored Support
Members exposed to	Determination of the need for debriefings and	DAsk the person how he or she is doing
combat, hostile fire,	the timing of debriefings	©Support from the Mental Health Rapid Response
mass violence, and/or		Team and/or Life Skills Support at deployed locations
mass deaths of		Brief prior to redeployment on expected period of
civilians		adjustment when returning
		@Follow-up with personnel who have had problems
		Brief returning members on available support service
		1-2 weeks after return
Members exposed to	LEADERS OF PERSONNEL EXPOSED TO	Keep the command informed
combat, hostile fire,	COMBAT SITUATIONS SHOULD BE AWARE	DGet the member to help quickly, if the airmen is upset,
mass violence, and/or	OF THE FOLLOWING SIGNS AND	talk calmly, and try to enlist his/her cooperation
mass deaths of	BEHAMORS THAT WARRANT TAILORED	Make a quick check for physical injuries
civilians	SUPPORT:	DReassure the airman that recovery from combat stress
		reaction usually occurs quickly
	DAnxiety, "keyed up," or worrying	DGet the airman to a safer place
	Olrritability, easily bothered	DDon't leave the airman alone
	DApprehension and vague fears	DGet the airman to drink water, eat food, and sleep, if
	Decreased attention	tired
	Unclear thinking	DAssign the airman to appropriate, realistic tasks and,
	OTrouble sleeping	eventually, to a return to duty
	©Changes in appetite	@Get a medic's advice, as signs could be from injury,
	@Grief; prolonged crying	drugs, or disease
	@Guilt; excessive focus on errors	@Get the airman to talk about what happened
	0Anger	Reinforce the expectation that even severely
	©Physical stress complaints	distressed airmen can recover for full duty
	Olmpaired duty performance	DWelcome recovered airman back and expect them to
	©Loneliness from being away from home	pull their fair share
	□Poor problem solving	
	□Diminished confidence	
Members exposed to	FEATURES REQUIRING IMMEDIATE	□Reassurance
combat, hostile fire,	ATTENTION:	□Rest and sleep
mass violence, and/or	OHyperactivity	□Food and fluid
mass deaths of	©Exaggerated startle response	0Hygiene
civilians	©Trembling or cowering	□Peer based after-action debriefing
	OLoss of feelings in limbs	©Restoring the airman's identity and confidence with
	@Loss of mobility	usefulwork
	"Spaced out" appearance	@Work with members of the Life Skills Support team
	Olrritable or angry outbursts	
	@Reckless behaviors	
	©Speech impaired or lost	
	@Poor hygiene	
	OMemory loss	
	Olnability to sleep	
	@Hallucinations	
	OSignificant mood changes	
	DWithdrawal	
	Depression	
	0Apathy	
	©Confusion	

Table 12
Post-deployment challenges: Managing health (immediate, post-deployment, and long-term)

Challenge	Behavior/Concern	Tailored support
Manage	@Physical Concerns	OPrimary Care Manager, Post Deployment Health Clinical Practice Guidelines in
members'		the Primary Care Clinic
immediate health		
concerns	0.Anxiety	🛮 Foster access to Behavioral Health, Life Skills Support Center
	Olrritability	©Provide appropriate guidance
	@Withdrawal/isolation	DAnticipate stressors associated with homecoming
	Depression	Be attentive to safety
	□Anger	*Troops retuning from deployment have been consistently shown to be higher
	@Alcohol and Substance	risk for accidental or unintentional injury
	abuse	©Foster access to behavioral health staff
	□Reckless driving	*If there is significant change in the behavior of a unit member, refer for an
	□Risk taking behavior	evaluation
	□Signs of spouse or child	©Reinforce the fact that everyone has changed during the deployment
	maltreatment	DFamilies should make time to get reacquainted
		II Make referrals to the Family Advocacy Program for violence prevention
		services
		DMake referrals to the Family Advocacy Program for incidents of spousal
		aggression or child maltreatment
		*Small, increased risk for spousal aggression, especially after longer
		deployments
		UMake referrals to helping agencies for assistance with finances, relationships,
		lifestyle and fitness
		DEncourage seeking help for members with continued emotional concerns after
		returning home
		DEncourage returning members to reconnect with social contacts and religious
		or spiritual groups
ļ		Direct members to contact Public Affairs when the media requests interviews
Manage	Members may be	DEnsure that DD Form 2796, Post-deployment Health Assessment, is completed
members'post-	concerned about current	and submitted to Public Health
deployment	illnesses relating to the	DEnsure that all health concerns related to deployment are reported to Primary
health concerns	deployment environment	Care
		OKnow and use the health care resources available to you and your family
		For concerns and questions about post-deployment health, review:
Managa	Decrease members'	www.pdhealth.mil or call 1-800-796-9699
Manage members'post-	concerns for health care	©Ensure that every redeployed service member completes a DD Form 2796
deployment	l	DPost-deployment Health Assessment need to be completed by members, either
health for the	by supporting appropriate use of post deployment	5 days before return or NLT 30 days, post return from deployment  BEnsure that all health concerns remaining post-deployment received medical
long term	health care system	attention
l long term	Health care system	
		DEnsure that all service members are aware of the post-deployment health care resources available to service members under the Post-Deployment Health
		Clinical Practice Guideline
		DEnsure that post-deployment immunizations and follow-up (such as TB test) are
		completed by every service member upon redeployment
		DFoster access to and eliminate stigma associated with behavioral health/life
		skills for service members upon return from deployment
		DEncourage post-deployment education, training, and briefings to all service
		members on physical and behavioral health issues and resources
	l	Linempers on bussion and penavioral health issues and resources

Asterisks indicate key critically related items.

Table 13
Post-deployment challenges: Situations faced by service members and their families

Challenge	Behavior/Concern	Tailored support
Situations faced by	OThe deployed person may feel surprised	□Continue to educate returning members to expect
servicemembers,	emembers, or hurt the partner did so well on their own changes in the family	
families and loved ones	during the separation	Normalize a period of re-adaptation for re-union
	DDeployed member may not appreciate	purposes
	new skills gained by the remaining spouse	©Families need to talk about their expectations with
	©Remaining spouses may be second-	each other
	guessed on important decisions and being	©Families need to be reminded to give each other time
	challenged in their new roles	to get reacquainted
	DArguments over finances, spousal roles, and child discipline may occur	OHelp link the unit members desiring assistance with re- unification
	@Remaining spouse may feel distant from	©Provide information on Returning Home Care and
	the deployed member	child care services
	OThe deployed person may feel jealousy	©Support family members to contact Public Affairs,
	at how closely the children bonded with	when the media requests interviews
	the non-deployed parent	
	OThe military member may want to stay at	DLink couples, single parents, and single members to
home and rest, while the spouse may be		post-deployment support groups
	eager to go out socializing	Seek support from the base helping agencies
	©Conflicts may arise over new	◆Chaplains
	relationships	◆Family Advocacy
	©Concerns over loss of newly gained	◆Family Support Center
	stability	♦ Liře Skills Support Center
	DFamily members may feel stress when	◆Medical Treatment Facility resources (primary care
	dreams of a "glorious return" are not	physicians and health beneficiaries advisors)
realized		◆ Groups for hobbies and leisure activities
		♦Inform parents about Give Parents a Break, Extended
		Duty Family Child Care, Returning Home Care, Respite
		Care, and other base child care services

Table 14
Reintegration challenges: Task force recommendations for leaders, service members, spouses, friends, and colleagues

Challenge	Behavior/Concern	Tailored support
Leaders, service	rs, service Stress reactions to be monitored:	
members, spouses,	DMembers expressing guilt about actions	much concern, if they are not prolonged (for example, a
friends, and colleagues	□Shame over failure	blue feeling would be normal for a few weeks)
may experience concerns	DExcessive drinking or drug use	
with some reactions of	Uncontrolled or frequent crying or other	### ### ##############################
service members after	extreme reactions to stressful events that	rough times, but most concerns and problems should
deployment	would normally be handled more calmly	be able to be resolved with family and other social
	OSleep problems (too much, too little)	support and activation of personal resources."
	Depression, anxiety, and anger	
	OStress-related physical illness	OThe Air Force is a team with members from diverse
	(headaches, gastrointestinal disorders,	cultural backgrounds. Leaders need to be sensitive to
	upper and lower back pain)	the meaning of "help" within a member's culture, when
	• Inability to forget scenes of horror from	considering making a referral to a helping agency.
	thewar	
	Difficulty concentrating or excessive	Base IDS helping agencies to provide support include:
	worry	◆ Chaplains
Social isolation not usual to the person		◆Family Advocacy
	©Sullenness	◆Family Support Center
1	©Suicidal thoughts and plans	◆ Liře Skills Support Center
		◆Medical Treatment Facility resources (primary care
1		physicians)
		♦ Groups for hobbies and leisure activities

Note. From "War-Related Stress: Addressing the Stress of War and Other Traumatic Events," by S. E. Hobfoll, C. D. Spielberger, S. Breznitz, C. Figley, S. Folkman, B. Lepper-Green, D. Meichenbaum, N. A. Milgram, I. Sandler, I. Sarason, and B. van der Klok, 1993, *American Psychologist*, 46(8), 848-855.

Correspondence concerning this article should be addressed to Stevan E. Hobfoll, Applied Psychology Center, Kent State University, Kent, OH 44242.

If material is used for presentations or in written form from the checklist, Task Force Recommendations for Reintegration, acknowledge the source and authors.

Table 15
Reintegration challenges: Task force recommendations for service members

Challenge	Behavior/Concern	Tailored support	
Service members may	©Concerns that family was deserted at	Individual support:	
experience ongoing	time of need	Divide major problems into manageable parts and	
concerns	Delayed return home	seek support for those areas	
	Culture shock due to quick foxhole-front	Develop a positive perspective, "I can manage	
	porch"transitions	effectively, even if there are rough roads to travel."	
	©Pressures of reunion	©Remember, sometimes a person alone or even with	
	Meeting own needs	the support of loved ones, cannot successfully deal with	
	Reorganizing financial and work	stressful circumstances. In those situations, seek	
	responsibilities	support from base IDS helping agencies, to include:	
	©Changed social relationships	◆Chaplains	
	©A returning member experiencing	◆Family Advocacy	
	problems may down play their importance,	◆Farnily Support Center	
	because of a "brief or non-violent" war	◆ Liře Skills Support Center	
	experience	◆Medical Treatment Facility resources (primary care	
		physicians and health benefits advisors)	
		Groups for hobbies and leisure activities	
		◆Contact base IDS for volunteer support to families	
		from the Veterans of Foreign Wars	
		Stay connected to the social network:	
		DHelp yourself by helping others	
		DAvoid self-pity and take charge	
		DEngage in letter writing, e-mail	
1		DHelp others in need, volunteer, and join support	
		groups	

Note. From "War-Related Stress: Addressing the Stress of War and Other Traumatic Events," by S. E. Hobfoll, C. D. Spielberger,

S. Breznitz, C. Figley, S. Folkman, B. Lepper-Green, D. Meichenbaum, N. A. Milgram, I. Sandler, I. Sarason, and B. van der Klok,

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Table 16
Reintegration challenges: Task force recommendations for family life and parenting

Challenge	Behavior/Concern	Tailored support
Deployment related	Stress reactions that should be	DMany feelings will be experienced in mild forms and should not cause
stressors disrupt	monitored:	much concern, if they are not prolonged. For example, families should not
family life	©Family conflict that does not come to resolution	be expected to just "snap into shape like a military unit coming to attention."
	DAny signs of verbal or physical	OHobfoll states, "Families may experience some rough times, but most
	violence	concerns and problems should be able to be resolved with family and other
	DFamily members isolating themselves from on another	social support and activation of personal resources."
	DExtreme dependency and clinging	©Service members, spouses, friends, and colleagues may experience
	DMaking one or two family members	concerns about family stress reactions. They can help by monitoring and
	(often children) scapegoats for the	asking families to seek help. If further support is needed, contact these
	family's difficulties	resources.
	Children's discipline	◆ Chaplains
	Children's academic problems	◆Family Advocacy
		◆Farnily Support Center
		♦ Liře Skills Support Center
		◆Medical Treatment Facility resources, primary care physicians and health
		benefits advisors
		♦ Groups for hobbies and leisure activities
Children's	Stress-related difficulties that may	O"Listen in a nonjudgmental way to children's thoughts, concerns, and ideas
behaviors that may	emerge	about the war and about reunions."
concern parents	□Change in schoolwork	©Provide warmth and reassurance to children and don't minimize their
	©Change in relations with peers	concerns.
	©Change in interactions with family	□"Adults should not impose their fears or burdens on children."
	members	0"Don't make children feel they shoulder responsibilities beyond their
		developmental capacity."
		O"Help children gain the positive perspective that they can deal effectively, even if there are rough roads to travel."
		O"t is critical that parents see that seeking help for themselves, when it is
		needed, is the best therapy for their troubled children."
		©Provide children with accurate information about what has happened and
		why, as appropriate to their age level.
		Dinvolve children in helpful behaviors, in the classroom, family, and
		community.
		Support for children needs to be adjusted to an age-appropriate level.
		Olf further support is needed, contact these resources:
		♦ Chaplains
		◆Family Advocacy
		◆Family Support Center
		◆ Liře Skills Support Center
		♦ Medical Treatment Facility resources (primary care physicians and health
		benefits advisors)
		♦ Groups for hobbies and leisure activities

Note. From "War-Related Stress: Addressing the Stress of War and Other Traumatic Events," by S. E. Hobfoll, C. D. Spielberger, S. Breznitz, C. Figley, S. Folkman, B. Lepper-Green, D. Meichenbaum, N. A. Milgram, I. Sandler, I. Sarason, and B. van der Klok, 1993, *American Psychologist*, 46(8), 848-855.

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Table17
Reintegration challenges: Defense prisoner of war (POW) repatriation process

Challenge	Behavior/Concern	Tailored support
Managethe concerns of	Dinvolve the Casualty	OThe CAO represents the POWs service branch in relation to the next of kin
POW's family members	Assistance Officer	(NOK)
through Casualty Affairs	(CA0)	DExplains role, available resources, and updates on POW's status
	(,	BRegular contact until all actions are complete
Assist the POW family and relatives with the News Media through Public Affairs	Olinvolve the Public Affairs Officer (PAO) OPreserving the welfare of the POW is the primary concern	□ Families are free to talk to media, but may bear a heavy burden of responsibility for disclosure of information that could be used against POW being interrogated □ Family "On camera" interviews not recommended while POW is captive □ Warn distant relative of the risks of interviews with the New Media interviews
Providefamilies information on the Missing Service Personnel Act (Title 10, US Code Section 1501-1513) 1996	OUse the established system, structure, and procedures for DoD to account for missing persons "Missing person - a person who is not present at his/her duty location due to apparent involuntary reasons and whose location is not known.	□ Defense Prisoner of War/Missing Persons Office implements personnel recovery. During hostile actions for AD service members on official duty, DoD civilian employees, and DoD contractors, status determinations are made by the respective Service Secretary or his/her designee □Counsel is appointed to represent the interests of the missing person during the board inquiry □Counsel, a credentialed attorney, with appropriate clearances, and expertise in law on missing persons, has access to all facts and evidence considered by the board, will observe all official activities and proceedings, and question witnesses and monitor deliberations
Providefamilies information on	OThere should be no	©Prisoners of war are "protected persons" and must be treated humanely at all
the Geneva Convention	reprisals for acts committed before capture that were required of combatants.	times.  OTreating POWs under the Geneva Convention Relative to the Treatment of Prisoners of War is the responsibility of the government and soldiers of the enemy country.
Maximize positive outcomes for POW Repatriation process	©Support established Decompression and the Briefing Process by using appropriate procedures and points of contacts	OSurvival, Evasion, Resistance, and Escape (SERE) psychologists provide counseling and debriefings to support and ensure POW's health, stamina, and readjustment  Casualty Affairs Office ensures families understand the process in detail to support maximum participation  OMedical care via screening, evaluation, and treatment  ODecompression to facilitate personal readjustment  OPersonal Preparation time during repatriation  OIntel debriefings collate information  OPublic Affairs (PA) provides guidance on dealing with mass media and family news conferences  OLegal Support provides guidance on classified material, protection of self, fellow detainees, and legal matters  OChaplains are always there for religious worship/personal consultation, uppressured, across all denominations possible
Support Operation Yellow Ribbon: The Phases of Repatriation	DoD plans and actions related to the processing returned US personnel	DJoint Personnel Recovery Agency is responsible for debriefing service men and women upon release from captivity. Repatriation process includes medical and psychological care and CAO support for family participation

Note. Defense POW/Missing Personnel Office Family Information Guide: What you need to know if your loved one is missing or captured.

If material is used for presentations or in written form from the checklist, acknowledge the DoD source and authors.

# Table 18 Homeland security challenges: Family emergency preparation

## www.ready.gov

Challenge	Behavior/Concern	Tailored support
Family Preparedness	Develop plans	Develop family emergency preparedness and evacuation plan
	©Purchase emergency	©Develop and purchase supplies and clothing; include respirators and 2 days of
	items	clothing changes
	©Practice plans with	Develop alternative evacuation plans
	familymembers	Develop key points of contact and emergency phone number list
		Develop local emergency response numbers and get a copy of the local community
		plan
		Develop home emergency items: gas powered generator, propane heater (indoor certified),
		propane camp stove, tent, and tone alentradio
		©Prepare automobile emergency kits
Power Outage	□Develop plans for	©Contact local utility company, determine reason for outage/potential length
	summer and winter	Determine children's safety/impact of temperature/plan activities
	power outages	©Flip electrical breakers to "off" position
		©Follow appropriate generator instructions/positioning
		©Check function of fire and carbon monoxide alarms and flashlights and batteries
		BHave 5 gallon bucket, cat litter, and small trash bags for use as toilet
		D'Winter - prevent bursting pipes/ use alternative heat sources/cover windows
Industrial Accidents or	Develop local and out-	@Locate/contact family members
Chemical Biological	of-area contact lists	### Gather cell phone/charger, extra clothing, tent, emergency kit, stove/fuel/food, First
Radiological Nuclear		Aid Kit/Bottled Water, Address and phone book, pets/carriers/food, gas for car
and Explosive		DAfter leaving house, contact out-of-area contact person
(CBRNE) Events		DLeave messages for absent family members
Natural Disaster	Develop evacuation	©Contact family members
	plans	DDetermine evacuation route/destination per recommendations of authorities issuing
	□Develop alternative	evacuation order
	plans	©Collect: Important family papers, Go Bags , Evacuation Kit , First Aid Kit , food kit/
		bottled water, pets/barrier/food, gas, and small emergency tool kit
		DAfter leaving house, contact out-of-area contact person
		OLeave messages for absent family members
Shelter In Place:	□Develop plan for	©Turn off air handling system
Industrial Accidents or	shelter-in-place	BUse radio for news/advisories/ ensure emergency alert radio is on Avorking
Chemical Biological		©Place wet towels at bottom of doors and windows, including basement
Radiological Nuclear		BUse duct tape to seal doors and windows
Explosive (CBRNE)		*Do not stay in basement longer than necessary to find duct tape; vapors seek lowest
Terrorist Events		level of buildings
Burglary	Develop family plan	©Contact 911, warn others to stay away from home, meet at specified site
	*Immediately leave	©Contact insurance company/security system company
	escape from burglary!	BUpon return home, locate important family papers/ use home inventory list
Terror Alert Level	Red - Severe	©Contact the American National Red Cross for materials available to assist you in
	Orange - High	developing preparedness capabilities related to each alert level
	Yellow - Elevated	
	Blue - Guarded	http://redcross.org/services
	Green - Low	

Note: The website addresses cited above provide in-depth information regarding Homeland Security.

If material is used for presentations or in written form from this checklist, acknowledge the Homeland Security or American Red Cross source and authors.

# Air Force Resources For Tailored Support

### Air Force Survivor Assistance

The Air Force Survivor Assistance Program provides support to families who have lost a loved one. Grieving families have different needs, thus each case is considered and is handled on an individual basis. The AF Survivor Assistance Program will marshal the available resources to meet family needs following the unexpected loss of life.

The Air Force is committed to providing support and assistance to every Active Duty and Air Force Reserve component member. Many entitlements and benefits of military service remain available to retired members and their families. Civilian employees are recognized through similar programs.

The Air Force Survivor Assistance Program aims to provide efficient information flow, prompt service delivery, and timely answers to family inquiries.

# **Chaplain Services**

#### **Special Chapel Worship Services**

Some chapels offer special prayers and religious gatherings before and during the deployment of military members, whether the deployment is related to war or peacekeeping missions. Chaplains and other religious oriented programs may be sources of individual, family, and unit support.

#### **Death Notification**

A Chaplain, by policy, will always be a member of any Death Notification Team from the base Casualty Assistance Office. These teams officially notify family members of a casualty or death. Death Notification Teams consist of notification Officers (Line), Chaplains, and medical personnel. Notifications are never made by telephone. By policy, a chaplain is prevented from making the official death announcement, but is present to provide emotional, spiritual, and pastoral support.

#### **Critical Incident Stress Management**

Critical Incident Stress (CIS) is the stress reaction a person or group has to a critical incident. A wide range of cognitive, physical, emotional, and behavioral signs and symptoms characterize these stress reactions. Chaplains are trained members of the base Critical Incident Stress Management Team that responds to disasters, suicides, terrorism, and violence.

#### **Grief Ministry**

Family members, coworkers, and military members coping with loss or death often face uncertainty, fear, emotional agony, anger, and denial. Grief counseling, support groups, grief management, and pastoral support are ministries in which chaplains can assist.

#### **Prayer Ministry**

Chaplains are available for personal prayer and spiritual counseling. Many chapels offer prayer services, prayer meetings, or prayer retreats. Please call the local base chapel for prayer services or a list of prayer ministries. Prayer telephone lines or e-mail ministries are offered at some local bases.

#### **Family Ministry**

To assist families with issues arising from poor communication, conflict management, family worship, or children's ministry, contact your base chapel for programs. These activities help families to cope with pressures and concerns during crisis.

#### **Funeral Services**

Chaplains conduct funeral services for military members and their families. For information about memorial services, graveside ceremonies, and pastoral support, contact your local base chapel or chaplain.

#### **Pre-Deployment Briefing**

To enhance military members' knowledge of the deployed region, briefings are conducted on the religion, history, climate, and other areas of interest. Some briefings are open to family members. Base finance, life skills, medical staff, chapel staff, and other helping agencies participate.

#### **Post -Deployment Briefing**

To assist military members and their families adjust to life after returning from deployments, post-deployment briefings are provided. Family communication, parent-child relationships, and personal finance are topics often discussed.

### **Spiritual and Religious Materials**

Most chapels offer spiritual, religious, and devotional literature to military and family members. The literature helps to cope with the deployment stress and separation anxiety.

#### **Referral Services**

Chaplains refer military members and their families to pastoral, family, or individual counseling services on and off base. Off base counseling usually involves a fee. Information about area religions and faiths are sometimes available.

# Family Advocacy Program

### **Family Advocacy Services**

Family Advocacy education and support services offer active duty members and spouses tools to learn and build healthy family relationships. As a member of the base Integrated Delivery System, the Family Advocacy Program partners with other agencies to support families dealing with deployments in a wide variety of ways. Programs vary from base to base but generally include the following services. Tailored support is also outlined below.

Early Childhood development education
Interactive playgroups for parents and children 0-3
Parenting education and skill development
Conflict resolution and containment for couples
Communication skills training for couples and families
New Parent Support for parents of children 0-3, can include home visits by a nurse and social worker

Resource finding and service linking to other AF programs and community resources Family violence prevention training for leaders and service providers

Consultation with leaders and service providers on how to prevent violence in families of deployed members.

Family Advocacy provides tailored support pre-deployment, during deployment, and post deployment. If there is an open family advocacy case, then management of safety and risk issues are a primary concern. Tailored support includes education, counseling, support groups, parenting classes, and in some circumstances, childcare to support families with separation and reunifications:

#### For example:

Education classes on what to expect with family separation and reunification prepare families and members to cope when the deployed member is gone and then returns to the family system. Preventive individual and family counseling is provided to voluntary members and their families to help with adjustment to stress on families due to deployments.

Support groups are provided for couples wanting to improve marital communication pre, during, and post deployment.

Parenting Classes are available to prepare and handle children and family's needs due to the absence of the military parent.

Referrals to respite care are available to FAP and Special Needs clients.

#### Home Visitation in the New Parent Support Program

Home visits to expectant parents: A nurse and a social worker go to the home to help expectant parents with parenting skills and marital issues. Support is provided, as it relates to the expected infant before, during, and after the sponsor's deployment.

Home visits post delivery: A nurse and a social worker go to the home to help young families with parenting skills and marital issues, as it relates to the infant's development before, during, and after the sponsor's deployment.

Home visits to families with children, ages 0-3: A nurse and a social worker go to the home to help young families with parenting skills and marital issues, as it relates to the children during deployment.

#### **Educational Materials**

Pamphlets, brochures, and books for military families on the following topics:

Family separations

Single parenting

Stress management

Depression

Pregnancy

Child growth and development

#### **Family Violence Prevention**

For families, education and prevention training classes are available pre, during, and post deployment to help avoid violence as a way to handle conflict.

For leaders and installation service providers, consultation is provided on ways to prevent violence with families of deployed members.

### Play and Parent/Child Interaction Groups

Family Advocacy staff sponsor numerous activities to provide support for parent and children's interactions during their sponsor's deployment. Contact Family Advocacy Program for details on groups provided below:

Activity	Frequency
Wee Ones	Scheduled
Moms, Pops, and Tots	Weekly
Walkers and Talkers	Scheduled
Twin Connection	Scheduled
Baby Safely Shower	Scheduled
HUGS Help Us Grow Safely	Scheduled

### Community Life Training for Active Duty, Singles, Parents, and Couples

Education and training for active duty members, singles, parents, and couples for deployment preparation and during reunification. Contact Family Advocacy Program for details on training provided below:

Frequency
Monthly
Quarterly
Monthly
Monthly
Monthly

# Family Member Programs

Child Development Center School Age Programs Family Child Care Youth Programs

#### **Extended Duty Care**

One or more family child care providers are under contract at each base to provide child care free of charge for members who are required to work late, work on weekends, whose shifts change, or who have other child care emergencies. This program is open to Air National Guard and Air Force Reserve during training weekends and annual training. Parents requiring this care should contact the base Family Child Care Coordinator.

#### **Returning Home Care**

Member returning from OPERATION ENDURING FREEDOM are authorized 16 hours of free childcare in the Extended Duty Homes to assist them in accomplishing household duties postponed because of their deployment. Parents interested in using this care should contact the base Family Child Care Coordinator.

#### Mildly III Family Child Care

Twenty-five bases are testing a program to provide care for parents whose children have mild illnesses and are not able to attend their regular child care program. To find out which bases are participating and to enroll in the program parents should contact the base Family Child Care Coordinator.

#### Give Parents a Break

Air Force Child Development Centers, in conjunction with the Air Force Aid Society, are open one evening a month to provide free child care to parents needing a break from parenting, especially families where one of the parents is deployed or TDY.

#### **Homework Assistance and Tutoring**

Air Force youth programs offer tutoring and homework assistance through the School Age Program to help children who may need a little extra help while one or both of their parents are deployed.

#### **Child Care Contingency Plan**

During contingencies and deployments child development centers face additional challenges. A Child Care Contingency Protocol is posted on the Air Force Services Agency website under Family Member Programs to help bases with issues such as staffing, hours of operation, etc.

### **Child Development and Youth Programs**

Commanders are authorized to extend the hours of the child development center and school age program to meet the needs of families during deployments. Whenever possible these needs should be met through use of the Extended Duty Child Care Program in order to avoid staffing shortages. Increasing the number of hours the centers are open should be avoided because many of the staff for these programs are spouses whose family duties are increased because of the deployment of their own spouse. Historically, some staff that are spouses terminate their employment, if their hours are increased during a deployment.

# **Family Support Centers**

Your Family Support Center (FSC) is your primary tool for addressing family issues and concerns. The goals of the FSC are: to build community-centered family support, collaborate with other on- and off-base helping agencies, offer services that foster individual and family adaptation, utilize both high-tech and high-touch methods of service delivery, and promote leadership that understands the connection between strong families, strong communities, and strong Air Force. A well trained committed staff of family professionals is there to assess the needs of families, collaborate with other agencies through the CAIB and IDS, and deliver activities and services that promote family resiliency and support mission readiness.

#### **Family Readiness**

The FSC is the focal point for personal and family readiness services, as well as serving as a consultant for leadership on family separation concerns. Assistance and support are given to individuals, families, and leadership during mobilization and deployments, evacuations, local/national emergencies, and disaster response. The FSC, through the Family Readiness NCO and other staff members provides training and briefings to ensure Air Force members and family members are prepared for separations due to extended TDY or deployments. Pre-separation, separation, and reunion services are the focus of family readiness activities. The FSC has developed a written readiness response annex of the base disaster response plan. In the event of an evacuation, natural disaster, or any unexpected contingency, the FSC is prepared to manage a Family Assistance Center to support families and leaders.

#### **Information and Referral Services**

Your FSC is the place for leaders and families to go when they want to learn about resources and services available in your on- and off-base communities. Your FSC staff maintains comprehensive listings of helping agencies and can assist families make connections when the need arises. Follow-up is provided with customers to ensure needs have been met.

#### **Leadership Consultation**

The FSC is the commander's consultant on family issues. The FSC Flight Chief is always available to consult with commanders when they are developing family policies or dealing with a difficult family concern. FSC staff members are prepared to promote FSC services at commanders' calls, assist leaders working specific issues; help facilitate deployment support group, bring FSC classes to the squadrons, etc.

#### Crisis Assistance

FSCs do not provide therapy or long-term counseling; however, when facing a tough personal or family concern, the FSC is the place for customers to go. FSCs provide assistance in assessing and prioritizing their issues and customers receive appropriate referral and follow-up services.

### **Personal Financial Management Services**

When families have personal financial difficulties or wish to be proactive and develop a family financial plan, the FSC is the place to go. As well as offering one-on-one counseling, families may attend educational programs that address financial fitness and assist families develop their financial goals. When leaders discover that members are having financial problems, the FSC should be their first resource.

### **Air Force Aid Society**

Your FSC is the home of the Air Force Aid Society (AFAS), the official charity of the AF. This airman-helping-airman program provides a safety net when families face financial emergencies. In addition to emergency loans and/or grants AFAS community programs provide a wide-range of services to support AF families. These programs include: Give Parents a Break, Child Care for PCS, Child Care for Volunteers, Nursing Moms, Bundles for Babies, Phone Cards for deploying members, Car Care Because We Care, and Youth Employment Skills. The AFAS Officer located in the FSC, can provide details on these programs.

#### **Career Focus Services**

The Career Focus Program assists spouses with their career choices. Spouses can receive information on the local labor market, skills building classes, and information on-base employment information, and federal job opportunities. Although not a jobs program, the FSC does post employment opportunities from on- and off-base employers. The FSC is the place to go for spouses who are reentering the work force or seeking their paid employment.

#### **Transition Assistance Services**

The FSC is the focal point for transition assistance activities at the base level, providing information and services to separating and/or retiring individuals and their family members to ensure a smooth transition from the AF to the civilian world. Customers can expect one-on-one assistance as well as skills building classes such as resume preparation, interviewing techniques, "dressing for success," and a host of other activities to assist the transitioning member and families.

#### **Volunteer Resource Activities**

The FSC is the central point in your community for volunteer issues. The FSC maintains listings of volunteer opportunities, interviews and refers potential volunteers to base agencies, and ensures that volunteers are recognized for their services.

#### **Relocation Assistance**

The FSC offers one-on-one assistance to families, as well as classes for those who are PCSing. Settling in assistance and community orientations are available to new community members. FSC staff members provide training for new sponsors and collaborate with other base agencies to ensure families feel welcomed into their new community.

# Life Skills Support Programs

### **Critical Incident Stress Management**

Commanders can contact the life skills support flight (designated point of contact) for psychoeducational and prevention oriented interventions following critical incidents. Critical Incident Stress is the stress reaction a person or group has to a critical incident. A wide range of cognitive, physical, emotional, and behavioral signs and symptoms characterize these stress reactions. Trained base team members include: Chaplains, family support center representatives, medical staff members, life skills support staff, peer volunteers. The Critical Incident Stress Management Team responds to disasters, suicides, terrorism, and mass violence.

### **Suicide Prevention Programs**

In his 17 Dec 01 High OPSTEMPO and Suicide Prevention Memo, General Jumper said, "The basic principle of the Air Force Suicide Prevention Program is to involve the community in meeting the needs of those who serve and their families, whether that community is at their home installation or in the deployed environment." Suicide prevention is any act that addresses quality of life issues for active duty members and their families. Commanders can contact the life skills support flight for member support and briefings.

# National Guard Bureau Family Program Air National Guard Family Program

### **Background**

The National Guard has been an integral part of the United States from the very beginning of our nation. The mission of the National Guard requires members who can preserve and protect our freedom, and fight and win our nation's wars when necessary. To do so, they need to know that in their absence, every effort is made to nurture and support their families, and that this effort will continue upon their return.

The National Guard Bureau Family Program (NGB-FP) is the essential component supporting family readiness and complementing the daily lives of Army and Air National Guard members and their families. The National Guard Bureau Family Program performs its function to support family readiness through activities of its staff with the Department of Defense and the National Guard Bureau, and by use of State and Wing Family Program Coordinators in each state and territory. Specific resources and services that are provided by the National Guard Bureau Family Program are listed below.

# The National Guard Bureau Family Program (NGB-FP) On-Line Community

The National Guard Bureau Family Program develops and distributes materials via the http://www.guardfamily.org and the http://www.guardfamilyyouth.org websites that focus on predeployment, deployment and reunion information such as Family Care Plans; emergency information worksheets; discussions about feelings; the importance of including children in discussions; emotional resources; financial management assistance, Information, Referral and Follow-up; Legal Assistance; Social Services; Family Advocacy Programs to build stronger families and prevent child and spouse abuse; relocation assistance programs; employment assistance programs, programs which help families with members who have special physical, emotional or intellectual needs; respite care and support groups; remaining/stay behind parent information; communication for parents and youth; reunion, self-help; home resource information; and employer relations needs. Additional training topics focus on resiliency and emotional intelligence skills such as trust, depression, time and stress management, reunion, empathy, optimism and adaptability.

The National Guard Bureau Family Program also provides an assistance program for deployed Guard members and their family members through the on-line www.guardassist.mhn.com portal. This resource is confidential and provides access to self-assessment tools and interventions for behavioral and mental health issues.

A monthly electronic newsletter written specifically to address deployment issues for families, children, educators, and employers is also published in a reproducible format for the State Family Program Coordinators and Wing Family Program Coordinators.

# National Guard Pre-Deployment, Deployment, and Reunion Packages

The National Guard Bureau Family Program develops and distributes deployment training packages in the following formats: web-based, monthly newsletter, live, train-the-trainer (electronic and CD-ROM format) with facilitator/trainer's guides, participant's manuals, workbooks and handouts.

Topics for the training packages include subjects such as: emotional resources, family violence, depression/suicide, empathy, financial information, stress management, resilience, leadership, trust, self regard, emotional self awareness, communications, and problem solving.

The National Guard Bureau Family Program has developed Army and Air National Guard Family Readiness Guides that are available on the guardfamily.org website or in print version that provide pre-deployment, deployment, and post-deployment information, tips, and checklists for Guard and family members.

The National Guard Bureau Family Program has developed and distributed age appropriate Youth Deployment Guides with specific information about deployment preparation and preparation tips for teens and children. These Guides contain activities and emotional intelligence developmental resources for children age two through eighteen.

#### **Public Affairs**

Public Affairs is available to talk with family members who wish to conduct news media interviews. Contact the local base public affairs office.

### **Special Needs Idenification and Assignment Coordination**

The Special Needs Identification and Assignment Coordination process identifies family members with special medical and educational needs for reassignment purposes. The process links military personnel flights, military treatment facilities, and family support centers to support military members by locating appropriate medical and education resources at a gaining base and community. Humanitarian reassignments and Exceptional Family Member deferments are completed through the AF Personnel Center.

#### **Staff Judge Advocate**

The Staff Judge Advocate supports the wing commander and personnel across the base in a variety of ways. Legal assistance is one example of direct support of deployments. Legal assistance attorneys and paralegals, resources permitting, support commanders, deploying troops and dependents prior to, during, and after deployments. While legal personnel are present at and can offer services at mobility processing lines, only emergency services should be taken care of at that time. Because most legal issues involve some amount of research and sometimes preparation of documents, members should routinely review their legal needs and visit the legal office to take care of legal issues long before the mobility line.

A special power of attorney allows another person—for example a spouse or parent—to act on behalf of a military member to do a specific act during a specific time. A general power of attorney is broader, but carries some risks and requires counseling prior to executing. While special powers are more generally accepted for transactions, there is no requirement that any power of attorney be honored.

Testamentary documents include wills, living wills, and advance medical directives. Not every member needs these documents, but every member should at least consult with a legal assistance attorney to ascertain their needs. Without these documents state laws will determine what will happen.

More information about your base legal office can be obtained by calling or logging onto the website for your local legal assistance office.

# **Websites**

#### **Index of Websites Titles**

This section contains a listing of titles divided into six sections. Each section reflects similar topics, for example, Section 1 combines military websites, while Section 2 contains medically related websites.

#### **Index of Websites**

Sections 1 to 6, presents sites in alphabetical order.

#### **Websites**

Provided are 106 embedded websites for assistance. Website names, brief descriptions of the sites, and the website addresses are listed. In Section 4, bold print identifies who is targeted as a primary helper.

#### **About the Websites**

Here is the following information on website selection for the *Air Force Readiness EDGE*. Websites and information services are provided for information only. This listing does not constitute sponsorship or endorsement of any non-governmental entity, product, service, or recommendation by the AF or any of its employees. The AF is not responsible for the contents of any web pages referenced. These websites have been reviewed for meeting some of the following general criteria: breadth and coverage of several related areas, linkage to related sites for additional information, current information displays, user friendliness, comprehensiveness, and usefulness.

Parents are advised to monitor any websites that would be visited by children. Some website addresses contain memorials to deceased persons and/or historical cemetery scenes. Noteworthy resources exist that are not included in this list, but would serve equally as well as the sites listed above. This list was not intended to be exhaustive, but as a beginning source of useful information related to the topic of this community resource guide.

# **Index of Website Titles**

#### Section 1:

Military support for family members of Active Duty, Guard, and Reserves

#### Section 2:

Department of Defense and U.S. Government Medical Resources

#### Section 3:

Department of Defense, U.S. Government, Veteran, and Military Affiliated Organizations

#### Section 4:

U.S. Government, Non-Profit and Private Agencies, Universities, and National Associations Parents and Professionals Helping Children, Families, and Communities Helping Teens Helping Adults Helping Others

#### Section 5:

Resources for Caregivers, Teachers, and Communities Talking about Hatred

#### Section 6:

Support for Casualty, Grief, Loss, and Recovery Helping Adults and Families Helping Children

# **Index of Websites**

#### Section 1:

Military support for family members of Active Duty, Guard, and Reserves

Air Force Crossroads

Air Force Casualty Assistance Information

Air Force Survivor Assistance Program

National Guard Bureau-Family Programs

National Institute of Mental Health

Reserve Affairs

**USAF Chaplain Services** 

**USAF Family Advocacy Program** 

**USAF Family Member Programs** 

**USAF Special Needs Identification and Assignment Coordination** 

**USAF Suicide Prevention Services** 

U.S. Army Center for Health Promotion and Preventive Medicine

U.S. Army Community Services

U.S. Army Surgeon General

U.S. Department of Health and Human Services

U.S. Department of Homeland Security

U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard

#### Section 2:

Department of Defense and U.S. Government Medical Resources

Center for Disease Control and Prevention

Deployment Health Clinical Center

Med Line PLUS Health Information

Military Medical Support Office

Tri-Care

#### Section 3:

Department of Defense, U.S. Government, Veteran, and Military Affiliated Organizations

American Legion

American Red Cross

Department of Defense, Equal Opportunities Directorate

Department of Defense and U.S. Department of Agriculture

**National Military Family Association** 

National Institute of Occupational Safety and Health

U.S. Army Center for Health Promotions and Preventive Medicine

U.S. Government Official Web Portal

Veterans Administration

Veterans of Foreign Wars of the United States

#### Section 4:

U.S. Government, Non-Profit and Private Agencies, Universities, and National Associations *Parents and Professionals Helping Children, Families, and Communities* 

American Academy of Pediatrics

American Academy of Child and Adolescent Psychiatry

American Counseling Association

Children Now

Children Now and the Henry J. Kaiser Family Foundation

National Association of School Psychologists

National Child Care Information Center

National Institute of Mental Health and National Institute of Health

Nemours Center for Children's Health Media

New York University, Child Study Center

Ohio Commission on Dispute Resolution and Conflict Management

U.S. Department of Education

University of California Los Angeles

Helping Teens

**Educators for Social Responsibility** 

National Association of School Psychologists

National Mental Health and Education Center

North Carolina Cooperative Extension Service

Helping Adults

American Psychological Association

Arizona State University

Helping Others

Network for Good

#### Section 5:

Resources for Caregivers, Teachers, and Communities

Cornell Cooperative Extension

D.C. Public Schools

International Critical Incident Stress Foundation

Kids Count, Annie E. Casey Foundation

National Association for the Education of Young Children

National Association of School Psychologists

National Education Association

National Mental Health Association

Purdue Extension

Talking about Hatred

Council on American Islamic Relations

**Educators for Social Responsibility** 

National Association of School Psychologists

National Association of Social Workers

**National Parents Teachers Association** 

New York University, Child Study Center

#### Section 6:

Support for Casualty, Grief, Loss, and Recovery

Helping Adults and Families

Air Crash Support Network

Compassionate Friends

Crisis, Grief and Healing

Gold Star Wives

Grief, Loss and Recovery

GriefNet

Grief Recovery Online - Widows and Orphans

SENA Foundation

Tragedy Assistance Program for Survivors (TAPS)

The SHIVA Foundation

Widow Net

Wings of Light

Helping Children

All Kids Grieve

Children and Grief

Hospice Net

# **Websites**

# Section 1 Military Support for Family Members of Active Duty, Guard, and Reserves

#### **Air Force Crossroads**

The official website of the Air Force for military family members and the helping agencies that provide support. Go to Family Separation for detailed information.

http://www.afcrossroads.com

### Air Force Casualty Assistance Information

The Air Force Personnel Center website provides information on Casualty Assistance Representatives and Survivor Benefit plans.

www.afpc.randolph.af.mil

### **Air Force Survivor Assistance Program**

The Office of Survivor Assistance coordinates resources to support family needs following an unexpected loss of life.

http://survivorassistance.afsv.af.mil

# National Guard Bureau Family Program The National Guard Family Program On-line Community

A full range of information, referral, follow up and support tools is offered for Army and Air National Guard members and their families through two distinct web sites.

The Guard Family site is designed to facilitate personal well-being and enhance professional development throughout the deployment process. Each stage of deployment is addressed with practical day-to-day family readiness information, educational and awareness tools, self-assessment resources and intervention strategies to address emotional, behavioral, mental and physical wellness. The Guard Family web site contains links to the Guard family assistance program, pay and benefit information, legal services, insurance, medical and dental benefits as well as security and emergency information.

The National Guard Bureau Family Program offers a unique website that is designed specifically for Army and Air National Guard Youth. The Youth site contains age appropriate information and activities designed for children from two through eighteen years of age. The site also offers interactive courses that address teen deployment issues.

http://www.guardfamily.org/
 National Guard Family Program Community
 http://www.guardassist.mhn.com
 National Guard Assistance Program
 http://www.guardfamilyyouth.org
 National Guard Family Youth Project
 http://www.ang.af.mil
 Air National Guard Website

#### **National Institute of Mental Health**

Mental Health and Mass Violence: Evidence-Based Early Psychological intervention for Victims/ Survivors of Mass Violence. A Workshop to Reach Consensus on Best Practices

"Americans have been exposed to increased levels of mass violence and terrorism during the past decade. There is an urgent need to evaluate the various forms of early psychological intervention that are increasingly offered as part of the first response to these traumatic events. The U.S. Departments of Defense, Justice, Health and Human Services, Veterans Affairs, and the American Red Cross...joined together to examine the evidence associated with these interventions and attempt to identify what we know is effective, what is not, and what questions require further research.

http://www.nimh.hih.gov/research/massviolence.pdf

#### **Reserve Affairs**

Reserve components include the Army National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

This website includes links to the following resources: Family Readiness toolkits and calendar, a guide to Reserve family member benefits handbook, health benefits for reserve component members and their families, reserve component health care benefits upon release from active duty demobilization, TriCare dental program, return and reunion, and legal services.

### http://www.defenselink.mil/ra/familyreadiness.html

http://www.army.mil/usar/ Army Reserve

http://www.navres.navy.mil/navresfor/ Naval Reserve

http://www.marforres.usmc.mil/ Marine Corps Reserve

http://www.afreserve.com/home2\_flash.asp Air Force Reserve

http://www.arng.army.mil/ Army National Guard http://www.ang.af.mil/ Air National Guard

### **USAF Chaplain Service**

Delivering global ministry, the USAF Chaplain's website provides specific resources for care related to deployment for military members and families.

http://www.usafhc.af.mil/readiness\_newsletter/index.html http://www.usafhc.af.mil

### **USAF Family Advocacy Program**

The mission of the U.S. Air Force Family Advocacy Program is to build healthy communities through implementing programs designed for the prevention and treatment of child and spouse abuse. At this site, registered staff members can view news relating to Air Force families and family programs in the news section, look up programs and personnel in the FAPNet directories, find answers to commonly asked questions in the FAQ component, and look for other related links in the site links component.

### http://www.airforcefap.org

USAF Family Member Programs
Child Development Centers
Family Child Care Homes
School Age Programs
Youth Programs

These AF facilities provide physical environments that protect children and youth. The four programs support developmentally appropriate activities promoting the social, emotional, cognitive, and physical development of children and adolescents. To learn more go to the following Family Member Program link:

http://www.afsv.af.mil

### **USAF Special Needs Identification and Assignment Coordination**

The Special Needs Identification and Assignment Coordination process website provides support for helping professionals who assist family members with special medical and educational needs for reassignment purposes. Links to national organizations are provided. Humanitarian reassignments and Exceptional Family Member deferments are completed through the AF Personnel Center.

http://www.affap.org

### **USAF Suicide Prevention Programs**

The basic principle of the Air Force Suicide Prevention Program is to involve the community in meeting the needs of those who serve and their families, whether that community is at their home installation or in the deployed environment." Suicide prevention is any act that addresses quality of life issues for active duty members and their families.

https://www.afms.mil/afspp

Air Force base helping agencies co-located with Army posts can learn about resources provided for redeploying active duty soldiers, Army Guard members and Reservists, and their families. The guide to redeploying provides information to address issues or concerns associated with redeployment

http://chppm-ww.apgea.army.mil

### **U.S. Army Community Services**

The *Deployment Readiness* website offers contact with Family Readiness Groups, handbooks, tools for deployment preparation and links to Army Community Services.

http://www.armycommunityservice.org/vacs\_deployment/home.asp

### **U.S. Army Surgeon General**

An overview of the emotional cycle of deployment, lessons learned with pitfalls, and helpful hints are provided. The website links Deployment, Homeland Defense, Family Matters, and a Benefits Signpost. The U.S. Army Surgeon General, Army Center for Health Promotion and Preventive Medicine, the Army National Guard, and the Office of the Chief, Army Reserve sponsor this website.

http://www.hooah4health.com/environment/deployment/emotionalcycle2.htm

### **U.S. Department of Health and Human Services**

Communicating in a crisis: Risk communications for public officials

"One challenge during times of crisis is how information is communicated to the public in timely, accurate ways that do not heighten concern and fear." A brief, readable primer is provided that describes basic skills and techniques for clear, effective crisis communications, information dissemination, and tools for media relations.

http://riskcommunication.samhsa.gov/index.html

### **U.S. Department of Homeland Security**

To prepare for natural or man-made emergencies this website provides "how to" information on assembling a supply kit and developing a family communication plan. With a little planning and common sense you can be ready for the unexpected. Links for Citizen Corps, American Red Cross, and state agencies in your local area are provided.

http://www.ready.gov

### U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard

Lifelines is the official source of quality of life information for the Department of the Navy and LifeLines Partner Organizations. The website provides multiple articles for all phases of deployment, plus resources and useful checklists. Links to partner organizations, U.S. Marine Corps, and U.S. Coast Guard are available.

http://www.lifelines2000.org/services/deployment

http://usn.mil

http://usmc.mil

http://uscg.mil

# Section 2 Department of Defense and U.S. Government Medical Resources

#### **Center for Disease Control and Prevention**

*Terrorism and Public Health* provides information for partners, professionals, and the public. The *Public Health Emergency Preparedness and Response* website advises readers to get the facts and know who to contact in an emergency.

If you believe that you have been exposed to a biological or chemical agent, or if you believe an intentional biological threat will occur or is occurring, please contact your local health department and/or your local police or other law enforcement agency. State and selected county/city health department Web sites are provided.

http://www.cdc.gov/

### **Deployment Health Clinical Center**

Services to improve post-deployment health across the military health system are provided on this website. Three components include: clinical care, information, communication and education, and deployment related research.

Deployment Health Hot line 1-800-769-9699

http://www.pdhealth.mil

#### **Medicine Plus Health Information**

A website providing extensive health information from the National Library of Medicine and the National Institute of Health. Government information at NLM Web sites is in the public domain. Public domain information may be freely distributed and copied, but it is requested that in any subsequent use the National Library of Medicine (NLM) be given appropriate acknowledgement.

http://www.nlm.nih.gov/medlineplus/temporomandibularjointdysfunction.html

### **Military Medical Support Office**

The *Military Medical Support Office* was established to serve as the centralized Tri-Service point of contact for customer service and medical/dental case management; to coordinate civilian health care services outside of the cognizance of a Military Treatment Facility for Active Duty military and Reserve components. Members are referred to a liaison specific to their service by calling MMSO Customer Support 1-888-MHS-MMSO

http://mmso.med.navy.mil

### **Tri-Care**

When member of the Guard and Reserve are on active duty for more than 30 days, their family's health and dental care needs are covered under several TRICARE options. Please make sure your information is updated with DEERS. For instance, if a family chooses to move to a new location when the service member gets deployed, TRICARE Prime may not be offered in that new location. Additionally, check out the Guide to Reserve Family Member Benefits. This book provides information about military benefits (to include legal assistance, pay, travel, etc.) available to Reserve Component family members.

http://www.tricare.osd.mil/reserve/index.cfm

### **Section 3**

# Department of Defense, U.S. Government, Veteran, and Military Affiliated Organizations

### **American Legion**

The American Legion stands ready to support our men and women in uniform and their families with the Family Support Network. Families in financial need, with minor children, may call on the Temporary Financial Assistance program at the National Headquarters to assist.

http://www.legion.org/

#### **American Red Cross**

Both active duty and community-based military can count on the Red Cross to provide emergency communications that link them with their families back home, access to financial assistance, counseling, and assistance to veterans. The website includes tips for spouses of deployed military.

http://redcross.org/services

### **Department of Defense, Equal Opprotunities Directorate**

This Web site, developed by the Educational Opportunities Directorate with support from Navy Lifelines, provides information for military families with special needs. It is designed to share information with military families on Department of Defense efforts and civilian community programs to support families with special needs within the military community.

http://www.efmconnections.org

# Department of Defense and U.S. Department of Agriculture Operation Bug Out

An AF Youth Collaboration Project, "Operation Bug Out," was designed for youth, ages 3 to 8, to experience what their parents do during military exercises and deployments: recall, briefings, and deployment line procedures. A draft Plan of Action for Operation Bug Out in PDF format is housed at the following web address, under EAFB YCP Program Updates.

http://www.nvgc.vt.edu/rdrum/ycp.html

# **Department of Defense and U.S. Department of Agriculture Health Parenting Initiative Toolkits - Off The Shelf Products**

Step into Your Child's World is a tool kit for parents of young children. The CD and creative materials provide parenting information in the context of deployment, relocation, and dangerous work, as well, as general parenting information.

**Stay Connected** is designed to enhance military parent-teen relationships by facilitating communication. Activities, CD, DVD, and videotapes can be used at home or in the community and can be integrated into existing programs.

**Command Briefing Materials** CDs identify linkages between healthy parenting, family readiness, and mission readiness. Materials are based on research from military and civilian sources with interviews and focus groups with senior commanders, instructors, and professional staff.

Your base's Family Support Center, Family Advocacy Program, and Chapel were mailed these products by the DoD Office of Family Policy. The toolkits were developed in partnership with the U.S. Dept. of Agriculture's Cooperative State Research, Education, and Extension for military specific parenting resources.

http://mfrc.calib.com/healthyparenting

### **National Military Family Association**

DeploymentLink, a Mobilization Guide, Medical Readiness guide, a Family Readiness Tool Kit, and access to free phone cards for active duty members are provided. Resources are affiliated with the Department of Defense, Reserve Affairs.

http://mfrc.calib.com/Enduring Freedom/mobiliz2.htm

### **National Institue of Occupational Safety and Health**

Assisting employed spouses to reduce workplace stress

Stress in the work environment may be a consideration for the employed family members of deployed military. Stress of modern work and the effects of stress on worker safety and health, and ways to reduce stress in the workplace are examined. Research and recommendations for the prevention of work-related illness and injury are provided.

http://www.cdc.gov/niosh/stresswk.html

### **U.S. Army Center for Health Promotion and Preventive Medicine**

Targeting Stress: a workbook to managing stress in the military is for all those touched by military life – service member, family member, retiree, and civilian employee – to better cope with military unique and everyday stressors of life.

http://www.hooah4health.com/toolbox/stress/Sec01intro.pdf

#### **U.S. Government Official Web Portal**

DisasterHelp.gov is designed to assist victims of disasters in locating the resources they need. The goal of the site is to combine the resources of all the federal agencies in our partnership in one central location. First.gov has information to help families identify benefits and find assistance, along with suggestions for those who want to help.

http://www.firstgov.gov/featured/usgresponse.html

#### **Veterans Affairs**

The Department of Veterans Affairs maintains this website. Family members of deceased veterans can find information related to benefits and presidential memorial certificates.

http://www.VA.gov

### **Veterans of Foreign Wars of the United States**

The *Spouses and Dependents Gateway* provides linkages to the DoD websites and resources for family members of active duty military.

http://www.vfw.org http://www.VetJobs.com,Inc

### **Section 4**

# U.S. Government, Non-Profit and Private Agencies, Universitites, and Nation Associations

### Parents and Professionals Helping Children, Families, and Communities

# American Academy of Pediatrics and U.S. Center for Mental Health Communicating with children about disasters

Advice on Communicating with Children about Disasters is offered in a policy statement, "How **Pediatricians** can respond to the psychosocial implications of disasters."

http://www.aap.org/policy/re9813.html

### Psychosocial issues for children and families in disasters

"Psychosocial issues for children and families in disasters: A Guide for the **Primary Care Physician**" is located on the Substance Abuse and Mental Health Association website. This is published jointly by the American Academy of Pediatrics and the US center for Mental Health Services.

http://www.mentalhealth.org/publications/allpubs/SMA95-3022/SMA3022.htm

### Psychological triage in communities experiencing child deaths

The article, "Child deaths hit communities hard: Disasters demand psychological triage," has resources and endorses the use of **debriefings**.

http://www.aap.org/advocacy/disarticle.htm

# American Academy of Child and Adolescent Psychiatry Helping children after a disaster

A list of changes in a child's behaviors is provided **for parents** to be alert to after a disaster. This article is available in four languages.

http://www.aacap.org/publications/factsfam/disaster.htm

# American Counseling Association Helping Children Cope with Trauma

Counseling Corner has a list of ways that **parents and adults** can help young children to deal with trauma.

http://www.counseling.org

# Children Now Talking with children about disaster

Children Now is an independent, nonpartisan organization supporting **parents** and children. Children Now is dedicated to assuring that children grow up in economically secure families, where parents can go to work confident that their children are supported by quality health coverage, a positive media environment, a good early education, and safe, enriching activities to do after school.

http://www.childrennow.org/television/twk-news.htm

# Children Now and the Henry J. Kaiser Family Foundation Talking with Kids About Tough Issues

Website provides articles and 10 tips for **parents** to talk with your children early. The Foundation emphasizes efforts to improve the health and life chances of the disadvantaged.

http://www.talkingwithkids.org http/www.kff.org

The Henry J. Kaiser Family Foundation

National Association of School Psychologists

Talking with and helping older children

The website provides tips for **psychologists and others**, so click on WEBGUIDE and go to the special topic on talking about terrorism. The web guide is available in English, Spanish, Arabic, Farsi, Korean, Urdu and Vietnamese.

http://www.nasponline.org/

# National Child Care Information Center Helping children cope with violence, terrorism, and grief

Website designed for **parents, caregivers, and administrators** by the National Child Care Information Center and the Administration for Children and Families, U.S. Department of Health and Human Services. The website does not endorse any organization, publication or resource.

http://nccic.org/helpkids.html

### **National Institute of Mental Health and National Institute of Health**

Helping children and adolescents cope with violence and disasters

An article for **parents, teachers, and mental health professionals** that describes trauma, how children of different ages react to trauma, and how to help the child and adolescent survivor of trauma.

http://www.nimh.nih.gov/publicat/violence.cfm

### Nemours Center for Children's Health Media Helping your child deal with the terrorist tragedy

A website for **parents**, **kids**, **teens**, **and teachers** dealing with terrorist attacks. KIDSHEALTH is devoted to improving the health of children and provides doctor-approved health information about children from before birth through adolescence.

http://kidshealth.org/breaking\_news/tragedies.html

# New York University, Child Study Center Talking with kids about terrorism, war, and attacks

About Our Kids provides resources and articles for parents, teachers and mental health professionals that explain war, terrorism, and attacks in the United States to children and adolescents. Included are tips on how to help children cope and signs of trauma-related stress.

http://www.aboutourkids.org/articles/war.html

# Ohio Commission on Dispute Resolution and Conflict Management A Guide for Parents: 10 Tips for Talking with Children about Terrorism

It's not always what you say, but how you say it that matters for young children. Here is help for **parents** to talk with their children about sensitive, difficult topics.

http://www.state.oh.us/cdr/schools/trauma/tentips.htm

# **U.S. Department of Education**Helping Children Understand the Terrorist Attacks

The article explains how **adults** can talk with children about terrorist attacks, along with suggestions for **educators**, and links to additional helpful resources.

http://www.ed.gov/inits/september11/index.html

# University of California Los Angeles Center for Mental Health in Schools What to look for when children experience overwhelming events

Helps **counselors**, **teachers**, **psychologists**, **and parents** to identify common responses that children often experience in the wake of overwhelming events: persistent fears about being separated from their families, sleep disturbances, loss of concentration and irritability, physical complaints, and withdrawal and listlessness.

http://smhp.psych.ucla.edu

## **Helping Teens**

# **Educator for Social Responsibility Talking to Children about Violence**

What if teens don't want to talk, or if they are fascinated by violent events? Educators for Social Responsibility may have answers for **teachers**, **parents**, families and classrooms.

http://www.esrnational.org/guide.htm

# National Association of School Pshychologists Reactions to trauma: Suggestions for teens

This website provides brief information for **parents of teens** on normal reactions to trauma, and how they can help themselves.

http://www.naspcenter.org/safe\_schools/trauma.html

# National Mental Health and Education Center Helping Children Cope with Disaster

When no other words come to mind, a hug and saying, "This is really hard for us," will work, advises the National Mental Health and Education Center. This handout for **parents** describes children's common reactions by age group and ways to help children and teens, as the adults struggle themselves to make sense of life and feel in control.

http://www.naspcenter.org/safe\_schools/coping.html

# North Carolina State's Cooperative Extension Service Strategies for Parents and Teachers

Focusing on the themes of attachment and separation, this website offers **parents and teachers** specific activities and ideas for families and classrooms, with some helpful advice for teens and high schools.

http://www.ces.ncsu.edu/depts/fcs/humandev/disas3.html

# **Helping Adults**

# American Psychological Association Coping with Terrorism

Common reactions are explained, plus ways adults can help themselves and their children

http://helping.apa.org/daily/terrorism.html

### American Psychological Association Targeting stressors and solutions

"Psychology at Work" identifies sources of stress in the workplace, feelings of powerlessness, traumatic events, safety concerns, and some realistic solutions.

http://helping.apa.org/work/stress5.html

# **Arizona State University Finding Ways to Help Yourself**

It's hard to help children with their feelings when adults themselves feel stunned, confused, or anxious. Here's some good advice for adults.

http://www.asu.edu/provost/intergroup/resources/tragedies.html#anchor187218

# **Helping Others**

# **Networkforgoof.org**Finding Ways to Help Others

Twenty-four organizations, including the Red Cross and National Mentoring Partnership, have coordinated efforts with government agencies to organize help for stricken communities. Check your local paper or TV for local information on donating blood or money. Here is a list of national organizations that can channel your donations to those who need it most.

http://www.helping.org/

# **Section 5 Resources for Caregivers, Teachers, and Communities**

## Resources for Caregivers, Teachers, and Communities

# Cornell Cooperative Extension Remembering September 11

Resilient Communities provides guidance and support for families, youth, communities and work leaders, supervisors, and employees.

http://www.cce.cornell.edu/issues/cceresponds/

# District of Columbia Public Schools Talking to Public School Students about Disasters

The D.C. Public Schools has an outline of what to expect and how to react, when the news or events upset children.

http://www.k12.dc.us/dcps/disaster manual.htm

#### **International Critical Incident Stress Foundation**

The International Critical Incident Stress Foundation, Inc. (ICISF) is a non-profit, open membership foundation dedicated to the prevention and mitigation of disabling stress through the provision of: education, training and support services for all emergency services professions; continuing education and training in emergency mental health services for psychologists, psychiatrists, social workers and licensed professional counselors; and consultation in the establishment of crisis and disaster response Programs for varied organizations and communities worldwide.

#### www.icisf.org

### Kids Count, Annie E. Casey Foundation

KIDS COUNT is a national and state-by-state effort to track the status of children in the U.S. By providing policymakers and citizens with benchmarks of child well-being, KIDS COUNT seeks to enrich local, state, and national discussions concerning ways to secure better futures for all children.

http://www.aecf.org/kidscount/

## National Association for the Education of Young Children

Discussing the News with 3- to 7-Year-Olds: What to Do?

In times of great distress, young children need to hear that, "your grownups at home and your grownups at school know how to take care of you." Here are specific classroom suggestions.

http://www.naeyc.org/resources/eyly/1998/22.htm

# National Association of School Psyhcologists Memorials/Activities/Rituals Following Traumatic Events: Suggestions for Schools

School memorials, ceremonies, or memory activities following traumatic experiences serve an important function in the healing process for both students and staff. Guidance is offered on planning such activities.

http://www.nasponline.org/NEAT/memorials.html

# National Education Association Crisis Communications Guide and Toolkit

This toolkit offers approaches and activities for schools at the time of crisis, as well as in the aftermath - ways to return to a new "normal" and help in understanding how children and teens respond to trauma and stress.

http://www.nea.org/crisis

### National Mental Health Association Helping Children Handle Disaster-Related Anxiety

The association reminds us that each child responds differently to disasters, depending on his or her understanding and maturity. The National Mental Health Association (1-800-969-6642) can provide you with information about your local mental health association or local American Red Cross chapter.

http://www.nmha.org/newsroom/terrorismtips.cfm

### **Purdue Extension**

Helping children talk about terrorism –one year later

This website provides multiple articles on helping children talk about terrorism. Access is provided to media resources and take-away printable materials for distribution.

http://www.ces.purdue.edu/terrorism/children/index.html

# Talking about Hatred

# Council on American Islamic Relations Reporting Harassment

If you or your children have been subjected to harassment or attack, this web site has guidelines, a phone number, and an online reporting form.

http://www.cair-net.org/ireport/

# Educators for Social Responsibility What to Do about Prejudice?

If you are hearing an increase in prejudiced anti-Arab comments, you can intervene. Here's support and advice.

http://www.esrnational.org/guide.htm#bigotry

# National Association of School Psychologists Promoting Tolerance and Peace in Children: Tips for Parents and Schools

"While anger is a normal response felt by many, we must ensure that we do not compound an already great tragedy and react against innocent individuals with vengeance and intolerance." Find key messages for adults to help children and themselves.

http://www.nasponline.org/NEAT/tolerance.html

#### **National Association of Social Workers**

Website access to Health Links, Washington University, and Harvard University for support with anti-discrimination and issues related to terrorism. Go to Health Links, Social Work Associations and organizations, Topics A-Z. September 11

http://www.washington.edu/oue/Sept11

### **National Parent Teachers Association**

### Help against Hatred

Along with advice for parents on talking with children, the National PTA has posted information on talking with children about hatred and prejudice. Information is available in both English and Spanish.

http://www.pta.org/parentinvolvement/tragedy/index.asp

# New York University Child Study Center When Hurt Leads to Hate

As adults we need to be aware of and stand up to physical and emotional hate and empower our children to do the same. This article from the New York University Child Study Center has ideas for how parents can help children deal with this crisis without becoming prejudiced, stereotyping specific groups, or retaliating with acts of bias.

http://www.aboutourkids.org/articles/hate.html

# Section 6 Support for Casualty, Grief, Loss, and Recovery

# **Helping Adults and Families**

### **Air Crash Support Network**

This nonpolitical, non-profit, organization aids and facilitates the grieving process of people affected by or involved in an air crash by support, referral, and partnership of survivors and volunteers.

### www.aircrashsupport.com

### **Compassionate Friends**

The website is sponsored by a national nonprofit, self-help organization. Support is offered to families who are grieving the death of a child of any age, from any cause.

### www.compassionatefriends.org

### **Crisis, Grief and Healing**

A website sponsored privately by a professional speaker, author, and therapist that focuses on masculine grief and healing for men.

### www.webhealing.com

#### **Gold Star Wives**

A non-profit, national service organization website that supports all called upon in a personal way to share in the "last full measure of devotion" to our country and mankind.

### www.goldstarwives.org

### **Grief, Loss and Recovery**

This web page links to literature and information about loss, grief, and trauma. On-line support is not provided.

#### www.erichad.com

#### Griefnet

This internet community of over 30 e-mail support groups has two websites devoted to online grief support, loss, and grief issues. DIDSAID is available for children.

### http://rivendell.org

### **Grief Recovery Online-Widows and Orphans**

A non-profit corporation developed this website to provide solace for the bereaved and those who care for them.

#### www.groww.org

#### **Sena Foundation**

This autonomous, non-profit educational organization provides free support for grief and loss and catastrophic loss.

#### www.sena.org

### **Tragedy Assistance Program for Survivors (TAPS)**

TAPS, a non-profit organization for those who have lost a loved one on active duty with the Armed Forces, provides a military survivor peer support network...

#### http://www.taps.org

### **The Shiva Foundation**

This not-for profit, non-sectarian organization website is committed to developing resources for support in the grieving process to individuals, families, and communities.

### www.goodgrief.org

#### **Widow Net**

An information and self-help resource developed by and for widows and widowers facing grief, bereavement, and the recovery process. AARP resource listings are provided.

### www.fortnet.org/WidowNet

### **Wings of Light**

A non-profit organization providing support to families, friends, and rescue and support personnel involved with deaths, catastrophic losses, and those who survive. Referrals are often made to the International Critical Incident Stress Foundation, Ellicott, MD, and ADEC, Association of Death Education and Counseling.

www.wingsoflight.org

# **Helping Children With Grief**

#### **All Kids Grieve**

All kids experience loss. The key is to help children channel their grief into personal growth, not violence or destructive behavior. AllKidsGrieve.org offers books, classroom strategies, and information on how to start support groups for kids.

http://www.allkidsgrieve.org

### **American Academy of Child and Adolsescent Psychiatry**

When a family member dies, children react differently from adults. Adding to a child's shock and confusion at the death of a brother, sister, or parent is the unavailability of other family members, who may be so shaken by grief that they are not able to cope with the normal responsibility of child care.

http://www.aacap.org/publications/factsfam/grief.htm

### **Hospice Net**

Most of the time adults are reluctant to talk about death with children. These brochures from Hospice Net provide helpful guidance for talking about death with children and teenagers.

http://www.hospicenet.org/html/talking.html

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# Acknowledgements

AF/CCC SMSgt Anthony Chris

AF/DPPC Maj Karyn Wright

AF/DPPF Ms Barbara Murray

AF/DPPFF Ms Lindaolivia Smith, Ms Shontelle Rivers

AF/DPPFH Maj Jay Dougherty

AF/DPPFQ Lt Col Francis Pombar

AF/HC Col Skip Courter, Lt Col Herrie Reed

AF/ILV Dr Beverly Schmalzried, Ms Eliza Nesmith, Ms Beverly Houston,

Mr Thomas Flaherty

AF/SGXD Maj Fred Stone

AF/XOFP Maj Robert Garza

AF/XORM Mr Robert A. Smith

AFLSA/JACA Lt Col Timothy Guiden

AFMOA/SGZC Lt Col Kevin Mulligan

AFMOA/SGZF Col Wayne G. Talcott, Col Louis Davis, Lt Col Rick Campise,

Lt Col Patricia G. Moseley, Lt Col Dean Messelheiser, Major Paul Wilson,

Maj James D. Whitworth, Ms Bettye Williams, Ms Ida Spencer, Ms Jenny Dimmer

AFMOA/SGZP Maj Lisa Schmidt, Maj Maureen Harback

AFMOA/SGZZ Lt Col John Stea, Lt Col Vince Fonseca, Maj Mark Oordt,

Capt Tina Runyan

AFLSA/JACA Ms Vivian Wilson

AFPC/DPPTF Mr Bill Sherman, Capt Carl S. Miller, Ms Margret Rayfield

AFPC/DPAME Capt Eileen Luterzo

AFRC/DPXF Mr Paul Rozell

DoD - Deployment Health Clinical Center Col Charles C. Engel, Lt Col Joyce A. Adkins, Ms

Dori A. Rogut, Ms Victoria Bruner, Dr Vivian Sheliga, Mr Dan Bullis, Ms Carol I. Simmons, Ms Stacee Springer

HQ AFMC/DPXF MSqt Nathaniel Hudson

National Guard Bureau - Family Program Ms Ogilvy-Lee, Lt Col Kevin Little,

Ms Alice Fleming, Mr Paul Vann

SAF/FMPC Lt Col Patrick Coe

SAF/MRM Ms Linda Stephens-Jones

SAF/PAI Mr Larry Clavette

OSD-P&R Mr David W. Lloyd, Dr Rebecca Posante

University of Alaska, Fairbanks, Ms Adina Martin

11 MSS/DPF TSgt Rebecca L. Tester

59 MDOS Lt Col Robert Ireland, Capt Lisa Blackman

89 MDOS Col Peter Durand

89 MDG/SGOHSF Mrs. Mary Campise

FSC Brooks City-Base, TX, TSqt Austin Peoples

# **Notes**